

## **PROCUREMENT SPECIALIST OBJECTIVE**

### **POSITION SUMMARY**

This is an objective level, professional Procurement Specialist position within the Wisconsin Department of Administration, State Bureau of Procurement (Bureau), Consolidated Agency Purchasing Services (CAPS) section. The CAPS section coordinates all activities involved with the procurement and purchase of commodities and services for its consolidated agencies including the Department of Administration.

This enterprise level position is responsible for the development, management and coordination of CAPS services, policies, procedures, including contracts for services and commodities by facilitating the Request for Proposal and Bid process. This position is responsible for developing relationships with supported agencies; guiding them in the use of established statewide contracts; working under general, progressing to limited supervision.

This position provides interpretation of Bureau procurement policies and assists in the development of policies and procedures for purchasing personnel at all state agencies, including the facilitation of enterprise-wide procurement training classes.

In addition, the position also manages waivers of the bidding process, grants and contract administration activities. This position also provides interpretation of Bureau procurement policies and develops procurement procedures that impact state agencies.

### **GOALS AND WORKER ACTIVITIES**

#### **45%    A. Oversee state agency procurement activities in assigned area**

A1. Work with State Agencies assigned to the CAPS section to meet their procurement requirements for various goods and services according to established project timelines.

A2. Manage moderately complex procurement activities on behalf of CAPS supported Agencies. Responsibilities include Request for Bids, Requests for Proposals, Request for Information, Procurement Plans, Request for Purchasing Authority (sole source, general waivers, motor vehicles, legal services and collective purchases) and Grant Exemptions. Thorough knowledge and application of the State Bureau of Procurement Manual policies and procurement file documentation requirements for the above procurement activities is essential to the work performed by this position.

A3. Prepare high quality Request for Bid documents that include minimum mandatory requirements that are clear, concise and responsive to Agency needs, best practice procurement policy and industry standards. Section Chief will review documents before they are posted. Prepare detailed bid abstracts and review of the awarded vendor's compliance in meeting the specifications and qualifications of the bid. Award of solicitation is conducted with approval of the Bureau Administrative Review management team. Under the direction of the Section Chief, conduct contract negotiations as necessary.

A4. Prepare high quality Request for Proposal documents that include minimum mandatory requirements that are clear and concise and objectively measurable technical and performance requirements that are responsive to agency needs, best practice procurement policy and

industry standards. Section Chief will review documents before they are posted. Prepare detailed evaluation committee reports, proposal abstracts and review of the awarded vendor's compliance in meeting the specifications and qualifications of the proposal. Award of solicitation is conducted with approval of the Bureau Administrative Review management team. Under the direction of the Section Chief, conduct contract negotiations as necessary.

**20%     B. Provide review and support to caps agencies for procedures requiring state bureau of procurement approval and statewide mandatory contracts**

B1. Provide analysis and review of requests to waive the simplified and sealed bidding processes. Section Chief will approve waiver requests of \$25,000 or less; and approves justification for waivers over \$25,000 for approval by Governor.

B2. Respond to agency requests for contract information and assistance in a timely, courteous and helpful manner. Provide prompt acknowledgement to the requestor while proceeding with steps necessary to reach solution.

B3. Assist CAPS Agencies in the use of enterprise-wide contracts

**20%     C. Develop contracts for assigned commodities and services**

C1. Work with agencies to prepare accurate and clearly written contracts resulting from a formal procurement process. Send contracts to the awarded vendor(s) and agency to obtain signatures. Maintain an original signed copy in the official bid file and distribute signed copies back to the vendor(s) and agency.

C2. As required, issue amendments to contracts that are accurate, clearly written and easy to understand.

C3. Search for new approaches to procurements by evaluating the efficacy and efficiency of established contracts.

C4. Facilitate contentious or substandard contractor performance issues as needed. Take necessary actions to ensure compliance with contract requirements such as guiding agencies on the development of requirements on contractor performance documentation and corrective plans of action as necessary. Section Chief will review plan prior to implementation.

**10%     D. Provide staff support to the caps section, bureau and statewide committees, task groups and special projects**

D1. Review agency requisitions and purchase orders thoroughly to ensure compliance with procurement policies and procedures. Prepare accurate responses within a set time-frame of receipt, depending on complexity.

D2. Assist in conducting assigned purchasing audits of agencies in a thorough and timely manner.

D3. Participate in Department of Administration and statewide task groups and provide ongoing support by furnishing reports and other information as requested.

D4. Provide procurement related information to vendors and other customers in support of public transparency.

**5% E. Perform other duties, including special projects, as assigned.**

E1. Perform assigned special projects thoroughly, thoughtfully and on time.

**Knowledge, Skills, & Abilities**

1. Understanding of State procurement laws, administrative code and State Procurement Manual policies and procedures.
2. Completion of the Bureau of Procurement's core training classes within six-months of the month of hire.
3. Thorough attention to detail and accuracy in all work products.
4. Ability to establish effective working relationships with co-workers, Bureau management and other State Agencies.
5. Intermediate progressing to advanced Microsoft Office Excel spreadsheet development and Microsoft Word document development.
6. Strong analytical and research skills.
7. Excellent organizational skills.
8. Willingness and ability to learn new business systems and increase and build procurement knowledge and skills.